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ABSTRACT

The resource guide lists and describes over 100 professional and vocational occupations available to migrant youth in the area of the social sciences. Occupations are organized in eight major categories: social or public service, including protective services; government service; transportation; public utilities; education; communication; professional science; and personal services. Each category is broadly defined and related occupations are listed and described. Schematics show the relationship of the occupations to each category. The guide includes suggestions for individual and group learning activities to encourage migrant youth to learn about social science occupations. The guide is intended to improve migrant students' job seeking skills and to increase their awareness of social science careers, the world of work, and their own interests. An index of occupations is included. (SB)

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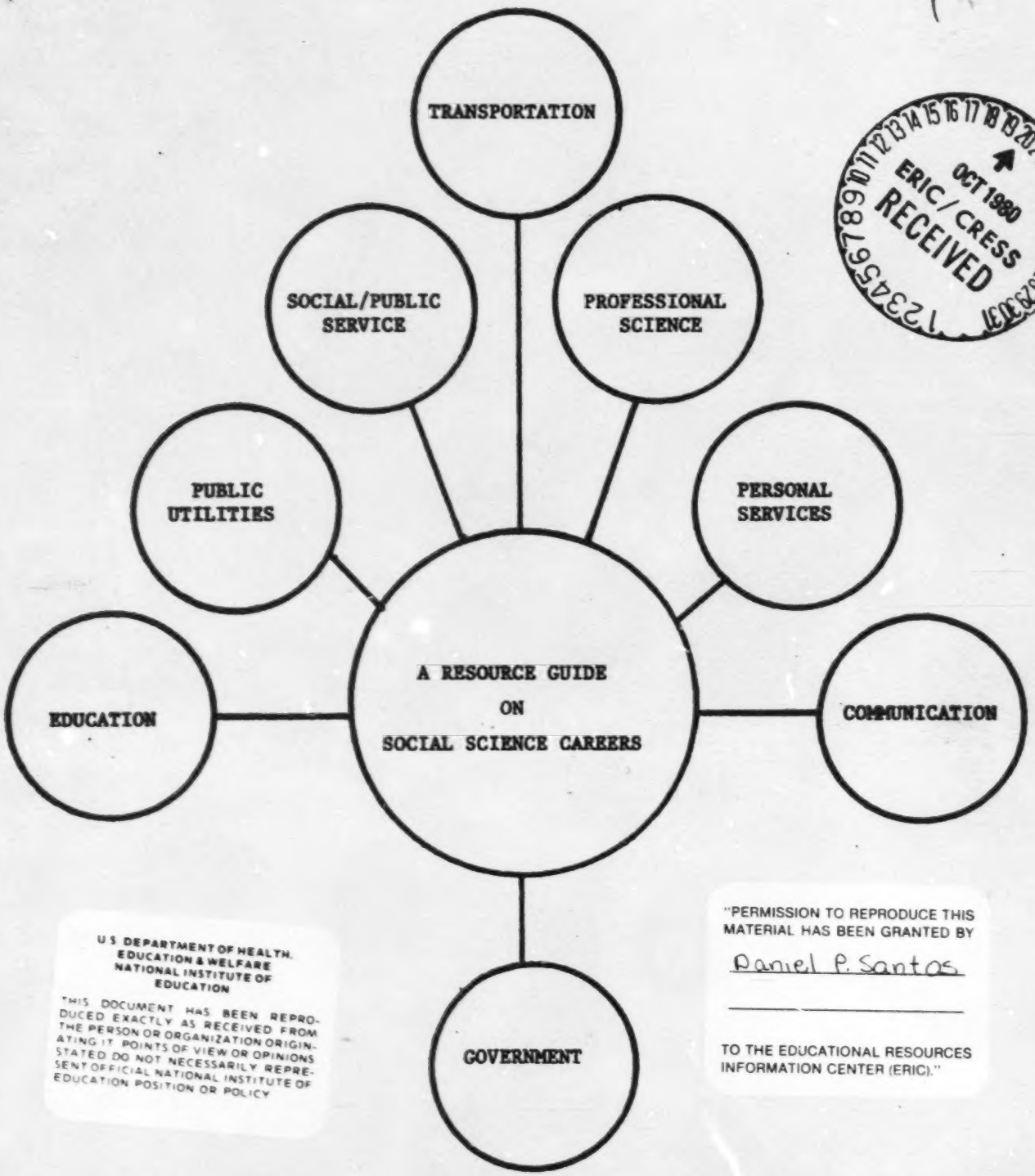

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A RESOURCE GUIDE

ON

SOCIAL SCIENCE CAREERS

Compiled and Developed by

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for the

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July 1980

Funded by

the Oregon E.S.E.A.

Title I-M Program

OCT 1 4 1980

PREFACE

"The resource guide on social science careers lists and describes the over 100 ocupations available to migrant youth. Students will learn that the area of social sciences provides 'real life' jobs. Individual and group activities are provided for the migrant education and youth to role-play and discover about choosing an occupation. Since many jobs are universal, the student could use this guide in in-school or out-of-school situations, therefore not limiting the use of this booklet."

PREFACE

THIS RESOURCE GUIDE ON SOCIAL SCIENCE CAREERS WILL SHOW HOW SOCIAL SCIENCES RELATE TO PROFESSIONAL AND VOCATIONAL CAREERS. YOU WILL SEE IN THE FOLLOWING PAGES HOW SOCIAL SCIENCE CAREER GROUPS BRANCH OUT TO MANY EXCITING AND REWARDING OCCUPATIONS. EACH OF THE OCCUPATIONS HAVE BEEN DEFINED TO HELP YOU AND THE STUDENT UNDERSTAND EACH JOB. FURTHERMORE, INDIVIDUAL AND GROUP ACTIVITIES HAVE BEEN DEVELOPED TO BUILD INTEREST AND EXPERIENCE IN THIS AREA.

RECOGNITION AND CREDIT IS GIVEN TO THE FOLLOWING REFERENCES:

LINN-BENTON COMPUTER INFORMATION SERVICE

OCCUPATIONAL OUTLOOK HANDBOOK

DICTIONARY OF OCCUPATIONAL TITLES

CAREER INFORMATION -- LINN-BENTON COMMUNITY COLLEGE

LINFIELD COLLEGE CAREER EDUCATION DEPARTMENT

CAREER AND VOCATIONAL DEPARTMENT -- OREGON STATE DEPARTMENT OF EDUCATION

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GOALS

THIS GUIDE SHOULD BE ABLE:

1) TO HELP THE STUDENT DISCOVER INTERESTS AND POSSIBLE FUTURE OCCUPATIONS THROUGH A LIST OF SOCIAL SCIENCE CAREERS.

2) TO HELP FAMILIARIZE THE STUDENT WITH ALL POSSIBLE SOCIAL SCIENCE CAREERS.

3) TO HELP THE STUDENTS BECOME AWARE OF THEIR INTERESTS BY RESEARCHING INDIVIDUALLY AND WITH GROUPS THE VARIOUS CAREER POSSIBILITIES.

4) TO EXPOSE THE STUDENT TO OCCUPATIONAL INFORMATION AND SELF-INVENTORY PROCEDURES SO HE/SHE MAY DEVELOP MORE REALISTIC THOUGHTS ABOUT THE WORLD OF WORK.

5) TO PROVIDE STUDENTS WITH A BASIC DESIRE TO SEEK MORE INFORMATION FOR EDUCATIONAL AND OCCUPATIONAL PLANNING.

6) TO PROVIDE STUDENTS THE EXPERIENCE OF FINDING WORK THROUGH INTERVIEWS, LETTER WRITING, AND ACTUAL ROLE-PLAYING AND ON-THE-SITE APPLICATION.

7) TO FAMILIARIZE THE STUDENTS WITH WAYS OF FINDING JOBS.

CAREERS

AREA: SOCIAL OR PUBLIC SERVICE (INCLUDES PROTECTIVE SERVICES)

PEOPLE IN SOCIAL SERVICE CAREERS GIVE DIRECT ASSISTANCE AND SERVICES TO PEOPLE. THEIR FUNCTION IS THE DEVELOPMENT OF THE INDIVIDUAL THROUGH TEACHING AND COUNSELING. PROTECTIVE CAREERS ARE CONCERNED WITH PROTECTING PEOPLE AND PROPERTY, ENFORCING LAWS AND REGULATIONS, AND SETTLING LEGAL PROBLEMS.

RELATED OCCUPATIONS

Missionary - a person sent out to spread religion or to do educational or charitable work in some place.

Clergy - provides spiritual leadership in worship services and spiritual functions associated with religious faiths.

Hotel-Motel Manager - directs, coordinates, and supervises hotels and motels of all kinds.

Travel Clerk - deals with customers by phone or in person and may have duties such as tickets, handling reservations, or checking baggage.

Caseworker - person interested in human welfare and has ability to communicate with people and deal with their problems.

Actuary - uses mathematics to develop and apply the best methods for collecting numerical information for government use.

Community Organization Director - provides professional service to implement counseling, community centers, tutorial services, housing, and employment.

Social Worker - person interested in human welfare and has ability to communicate effectively with others.

Clinical Psychologist - counselor who helps others understand themselves better in living and working.

Rehabilitation Counselor - a person that has concern for and ability to relate to people and problems.

Lawyer - advises people of their legal rights and obligations and represents them in courts of law.

Legal Assistant - a person who handles many business matters for lawyers.

Judge - an officer who administers justice in local, state, and federal courts.

Guards and Watchmen - persons who keep watch over a street, building, etc. A prison guard.

Patrolman - protects the lives and property of people. May patrol on foot or in a car, make arrests, write reports, or testify in court.

Sheriff/Deputy - an administrative officer of a county.

Store Detective - a person, often a policeman, whose duty is to keep law and order in a department store or warehouse, etc. Guard against stealing.

Truant Officers - help others understand themselves and apply that to living and working effectively. Usually work with juveniles.

City Manager - an administrator not publicly elected but appointed by a city council to act as the manager of a city.

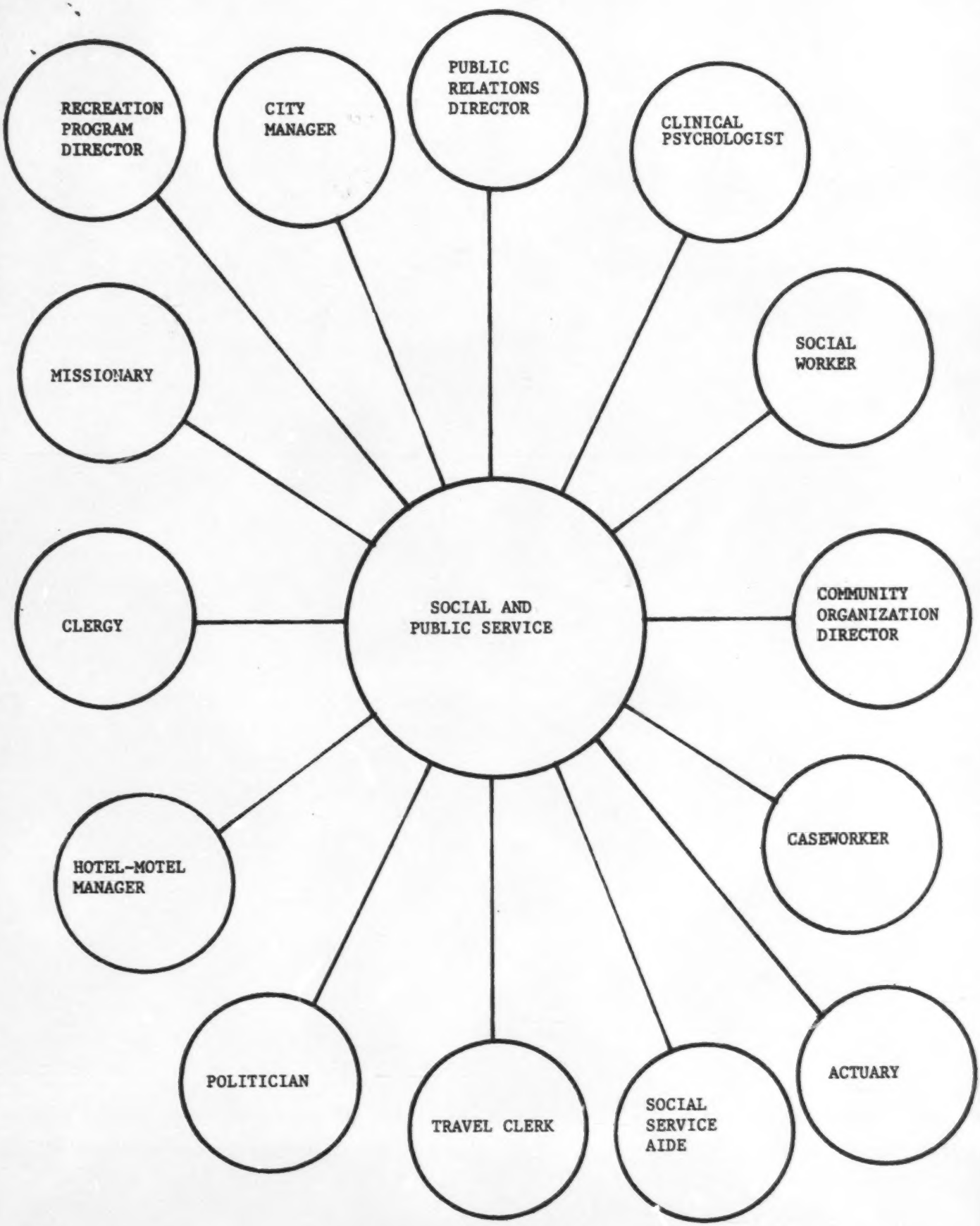
Jurist - a person versed in the science of laws.

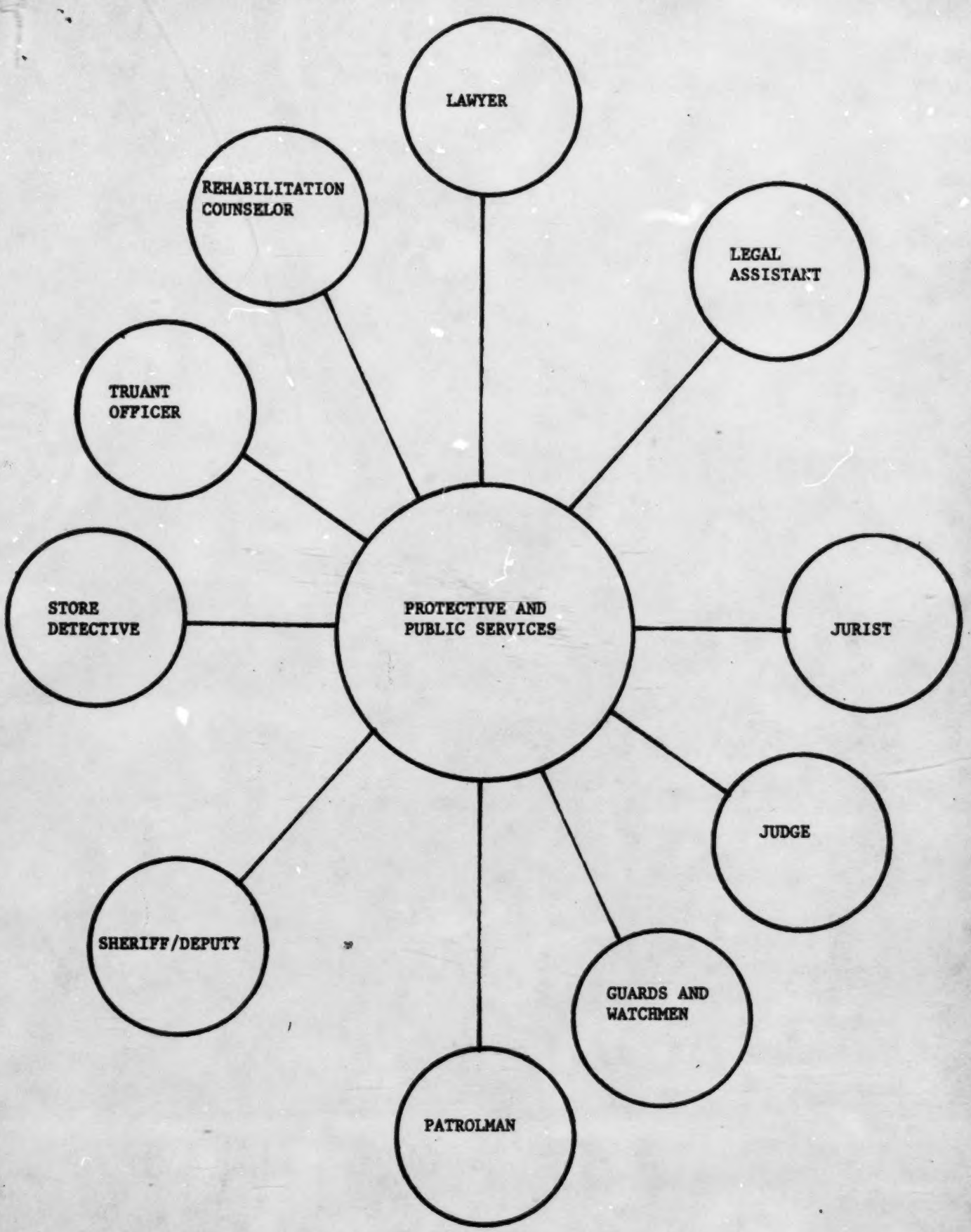
Politician - a person skilled in the science of government or politics. An example is a president, governor, or a senator.

Public Relations Director - helps employer present a favorable impression to the public by providing information about employer business to news organizations.

Recreation Program Director - supervises paid and volunteer personnel who run and plan recreational programs in public, private, voluntary, and recreational agencies.

Social Service Aide - provides and directs assistance to people in social service agency-related fields.


RECREATION PROGRAM DIRECTOR
CITY MANAGER
PUBLIC RELATIONS DIRECTOR
CLINICAL PSYCHOLOGIST
MISSIONARY
SOCIAL WORKER
CLERGY
SOCIAL AND PUBLIC SERVICE
COMMUNITY ORGANIZATION DIRECTOR
HOTEL-MOTEL MANAGER
CASEWORKER
POLITICIAN
TRAVEL CLERK
SOCIAL SERVICE AIDE
ACTUARY


LAWYER
REHABILITATION COUNSELOR
LEGAL ASSISTANT
TRUANT OFFICER
STORE DETECTIVE
PROTECTIVE AND PUBLIC SERVICES
JURIST
JUDGE
SHERIFF/DEPUTY
GUARDS AND WATCHMEN
PATROLMAN

AREA: TRANSPORTATION

PEOPLE WHOSE RESPONSIBILITY IS TO TRANSPORT PEOPLE OR PRODUCTS FROM ONE PLACE TO ANOTHER SAFELY. THEY PROMOTE THE SAFETY AND WELFARE OF PEOPLE AND NATIONAL SECURITY.

RELATED OCCUPATIONS

Travel Agent - deals with customers by telephone or in person. May issue tickets, check baggage, handle reservations, and keep records.

Stewardess - responsible for passengers' comfort and safety. Checks tickets, serves food, and gives instructions.

Truck Driver - person who transports goods to and within cities or states.

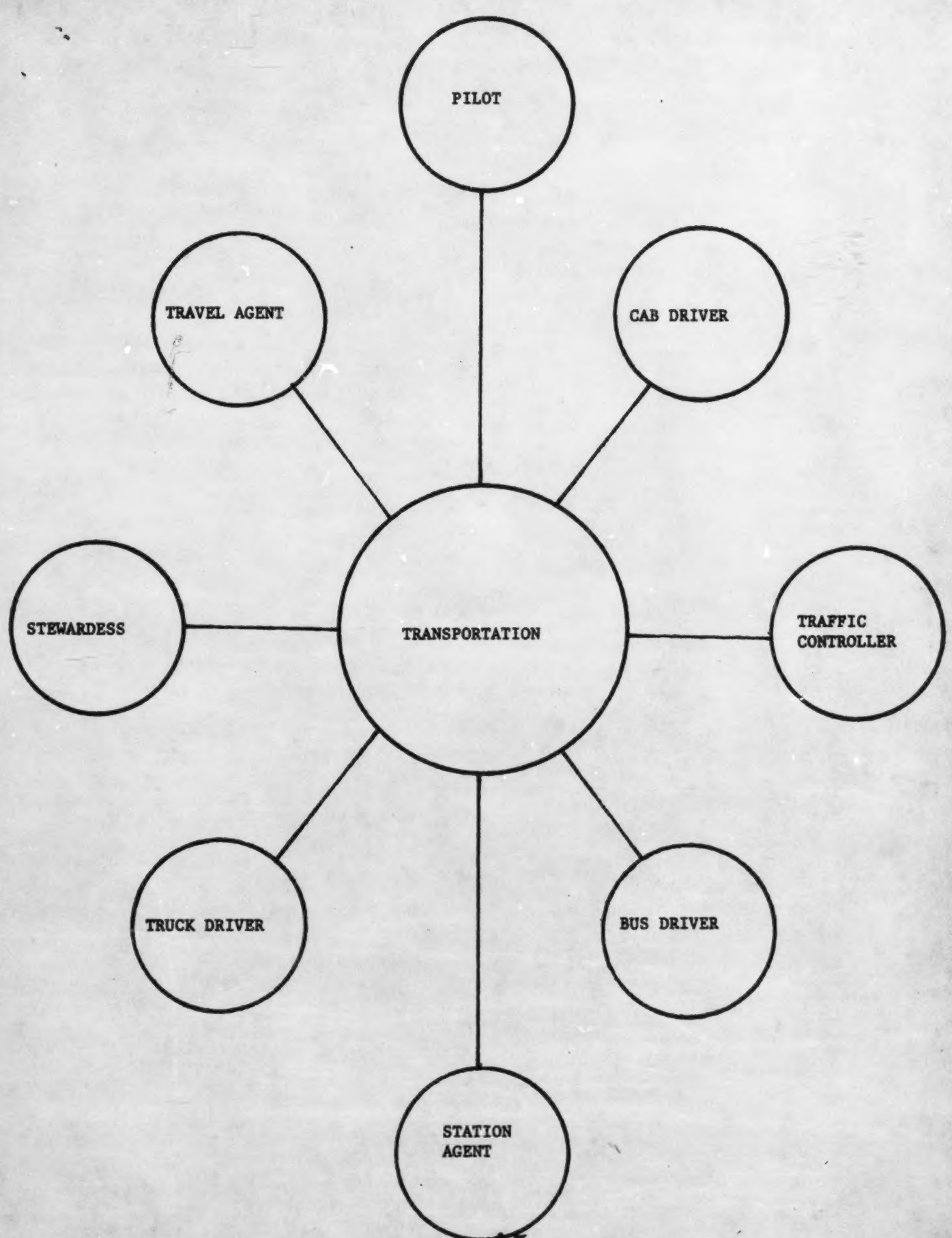
Station Agent - a person in charge of a bus or railroad station.

Bus Driver - transports passengers within a fixed city or suburban area, or across the states.

Traffic Controller - a person conducting air traffic into and out of airports.

Cab Driver - transports passengers within a fixed city or suburban area.

Pilot - a captain on airline flights who controls the plane, maintains course, and has other flight responsibilities.


PILOT
TRAVEL AGENT
CAB DRIVER
STEWARDESS
TRANSPORTATION
TRAFFIC CONTROLLER
TRUCK DRIVER
BUS DRIVER
STATION AGENT

AREA: PUBLIC UTILITIES

PEOPLE WHOSE RESPONSIBILITY IT IS TO PROVIDE PUBLIC SERVICES, SUCH AS GAS, WATER, AND OTHER PRACTICAL SERVICES.

RELATED OCCUPATIONS

Foreman - the overseer of a body of working individuals.

Office Supervisor - a person who supervises a business or office of work.

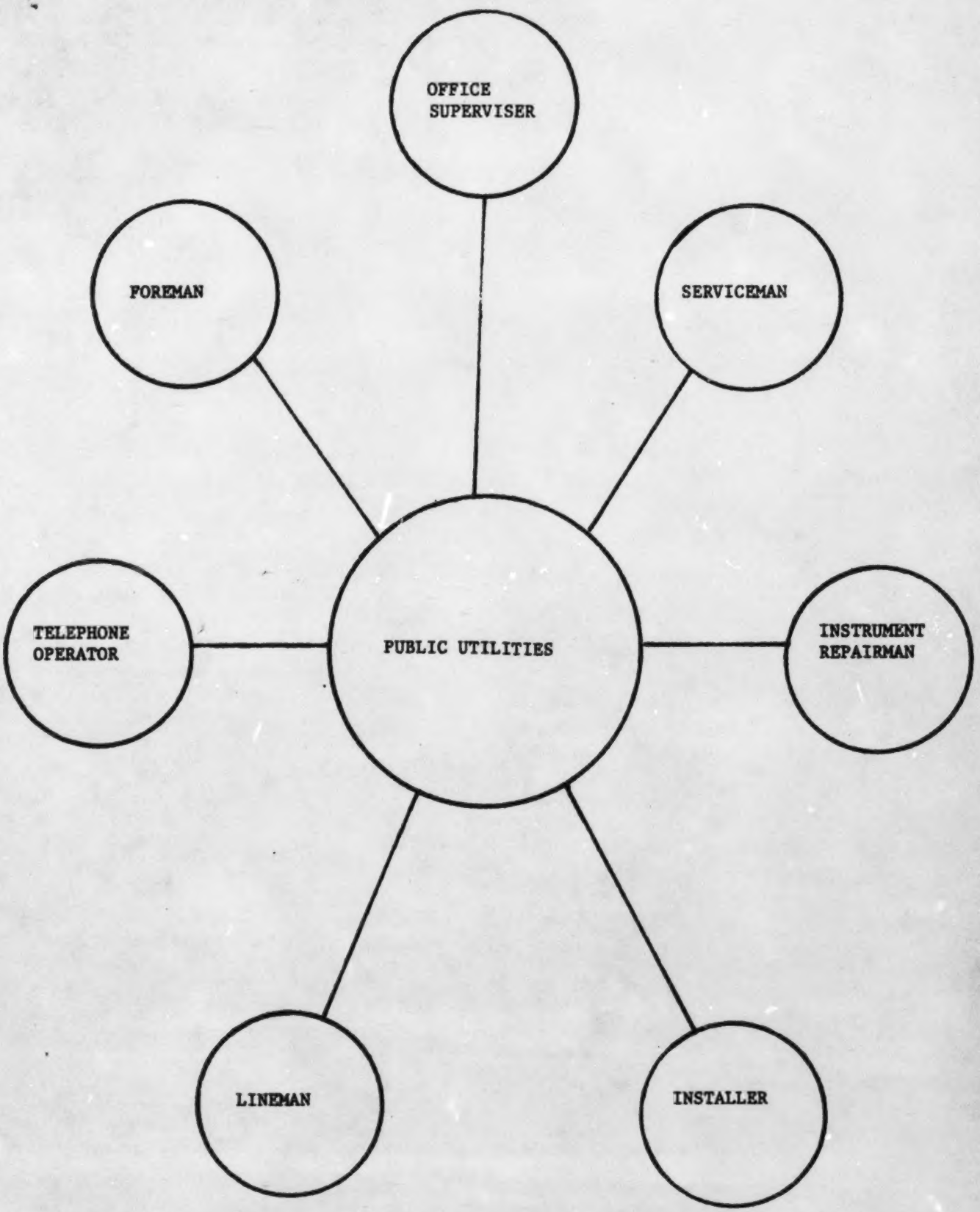
Serviceman - a person that determines malfunctions in and repairs items.

Instrument Repairman - installs, services, and repairs instruments used in industry and in the home.

Installer - a person who installs equipment for use or service.

Lineman - a person employed about the line of a railway, telegraph, or telephone, especially in making repairs.

Telephone Operator - a person who works at a telephone switchboard.


OFFICE SUPERVISER
FOREMAN
SERVICEMAN
TELEPHONE OPERATOR
PUBLIC UTILITIES
INSTRUMENT REPAIRMAN
LINEMAN
INSTALLER

AREA: PROFESSIONAL SCIENCE

CAREERS THAT MAKE SCIENTIFIC STUDIES AND MAKE US MORE AWARE OF OUR WORLD, ITS HISTORY, BEHAVIOR, AND MAKEUP.

RELATED OCCUPATIONS

Historian - describes and interprets people and events of the past.

Industrial Psychologist - a person that studies the behavior of employers and employees in an industry.

Geologist - studies the constitution, structure, and history of the earth's crust.

Social Psychologist - studies the behavior of people and society.

Sociologist - studies the behavior and relationships of groups to individuals and society.

Genealogist - a person who studies family ancestries.

Anthropologist - analyzes the cultures of various peoples.

Archivist - a person who keeps a place where public records and historical documents are kept.

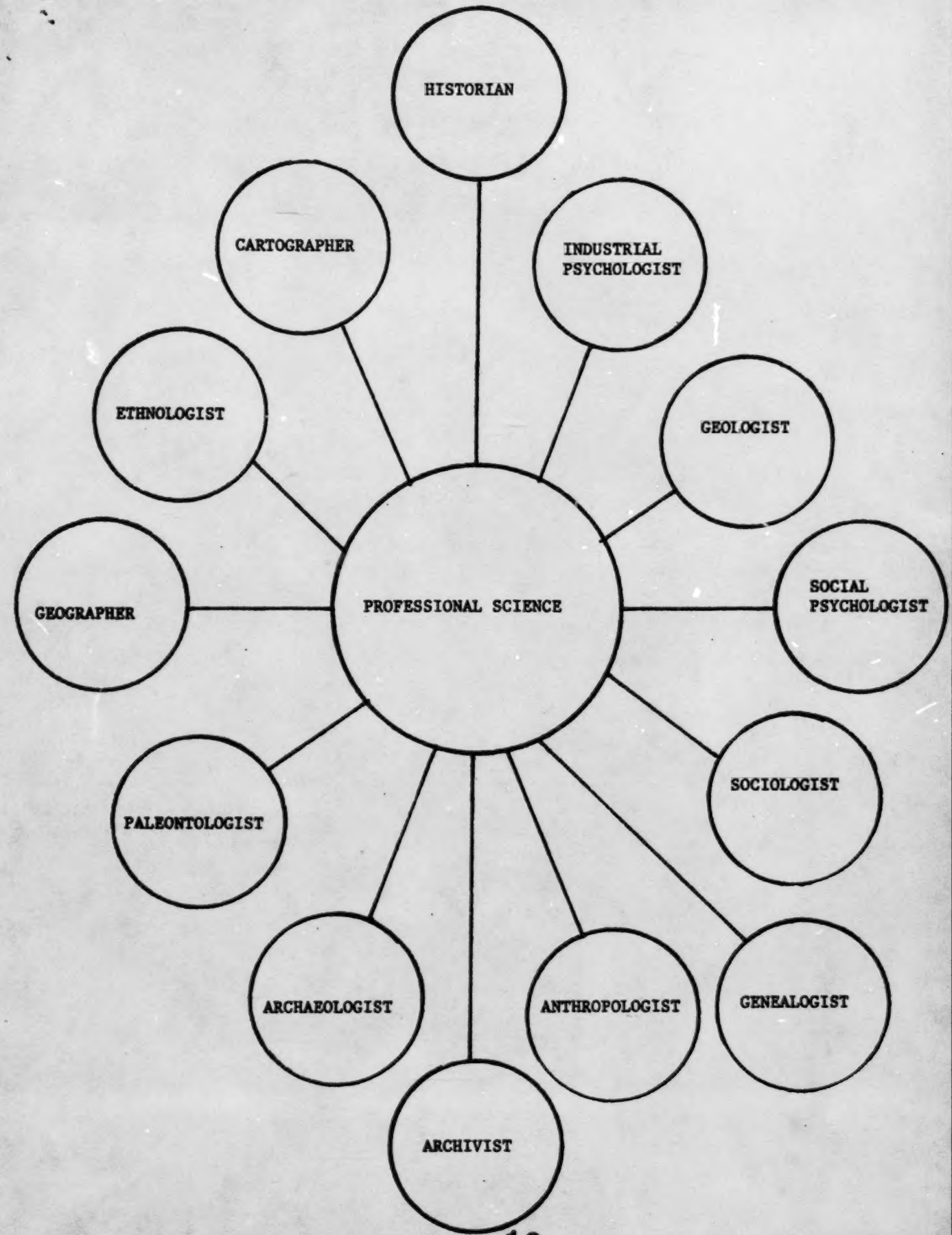
Archaeologist - a person who studies history from relics and remains of early human cultures as found through excavations.

Paleontologist - a person who studies the science of the ancient life of the globe or of fossil organisms.

Geographer - deals with the distribution of people, land, and water masses, and other natural resources.

Ethnologist - a person who studies the subdivisions and families of men, and their origins, physical characteristics, and language.

Cartographer - a person who draws and compiles maps or charts.


HISTORIAN
CARTOGRAPHER
INDUSTRIAL PSYCHOLOGIST
ETHNOLOGIST
GEOLOGIST
GEOGRAPHER
PROFESSIONAL SCIENCE
SOCIAL PSYCHOLOGIST
SOCIOLOGIST
PALEONTOLOGIST
ARCHAEOLOGIST
ANTHROPOLOGIST
GENEALOGIST
ARCHIVIST

AREA: GOVERNMENT SERVICE

CAREERS THAT RENDER SERVICES TO PEOPLE IN THE UNITED STATES.

RELATED OCCUPATIONS

Foreign Correspondent - a person that communicates through letters. Specifically, a newspaper or a magazine employee who dispatches news and special reports from a place of interest.

Translator - an interpreter.

Interpreter - an oral translator between people speaking different languages.

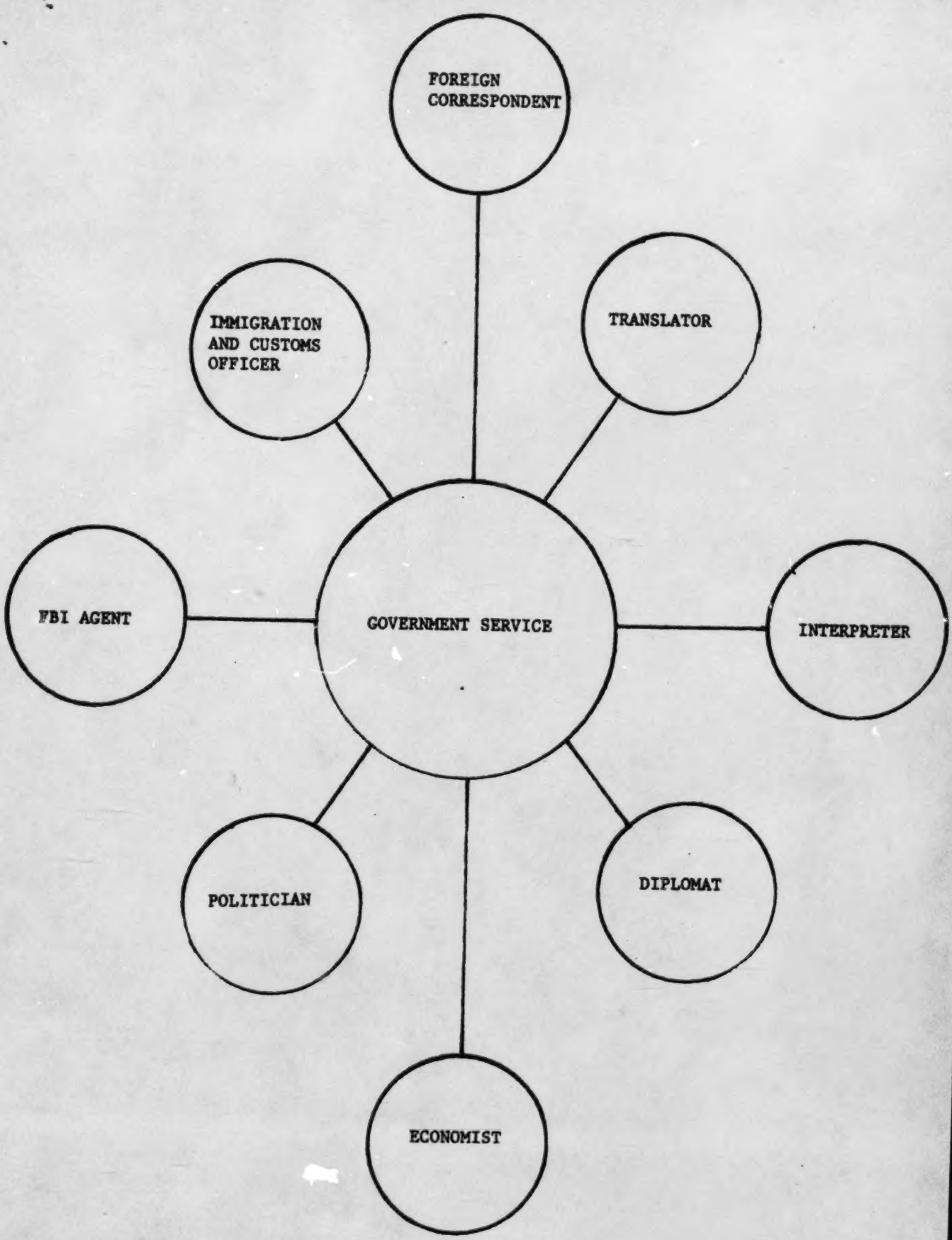
Diplomat - a person employed or skilled in the practice of conducting negotiations between nations.

Economist - one who studies how man uses resources such as land, labor, and capital.

Politician - See Public Service.

FBI Agent - a person who investigates violations of U.S. laws, including bank robberies, kidnappings, frauds, cases of espionage, sabotage, and thefts against the government.

Immigration and Customs Officer - a person who regulates traffic of immigrants and imported goods into the United States.


FOREIGN CORRESPONDENT
IMMIGRATION AND CUSTOMS OFFICER
TRANSLATOR
FBI AGENT
GOVERNMENT SERVICE
INTERPRETER
POLITICIAN
DIPLOMAT
ECONOMIST

AREA: COMMUNICATION

CAREERS INVOLVING THE COMMUNICATION WITH PEOPLE IN PUBLIC AND PRIVATE AGENCIES AND BUSINESSES.

RELATED OCCUPATIONS

Columnist - a journalist who writes or conducts a special column on a daily newspaper.

Personnel Manager - helps business management make best use of employee abilities and develops recruiting and hiring procedures.

Radio Operator - a person that relays messages to air traffic controllers and pilots.

Script Writer - communicates news and ideas as clearly and correctly as possible to certain audiences.

Teletypist - a person that operates a telegraphic machine. It simultaneously types on other electrically connected typewriters.

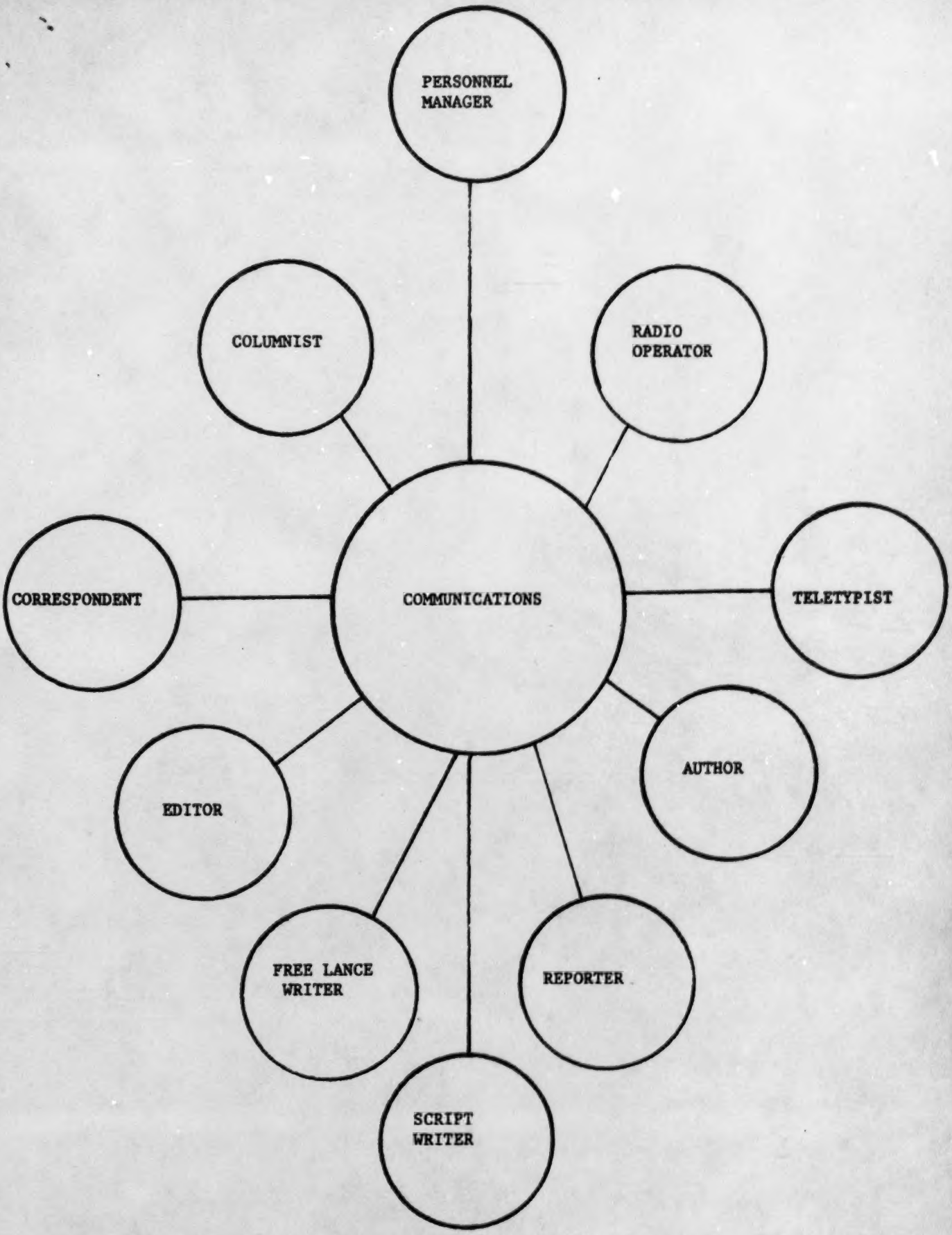
Author - a person that makes literary compositions his/her career.

Reporter - interviews people, observes and reports on events, and researches for news stories.

Editor - communicates news and ideas as correctly and clearly as possible to audiences.

Correspondent - a person that communicates by means of letters; special reports from certain places of interest.

Free Lance Writer - informs and entertains their readers in all forms of creative literature.


PERSONNEL MANAGER
COLUMNIST
RADIO OPERATOR
CORRESPONDENT
COMMUNICATIONS
TELETYPIST
AUTHOR
EDITOR
FREE LANCE WRITER
REPORTER
SCRIPT WRITER

AREA: EDUCATION

CAREERS INVOLVING TEACHING OR TRAINING OTHERS IN PUBLIC AND PRIVATE SCHOOLS, IN BUSINESS AND INDUSTRIAL ORGANIZATIONS, AND GOVERNMENT AGENCIES.

RELATED OCCUPATIONS

Special Programs Director - provides services such as testing programs, curriculum planning, and coordination of outside activities for classroom teachers.

Librarian - makes knowledge and information available to public through printed or recorded materials and audio-visual mediums.

Food Service Director - responsible for preparation of food, usually in large quantities. Also trains cook, orders food, and prepares menus.

Superintendent - person who is in charge or supervises a faculty of teachers.

Elementary Teacher - a person who specializes in several subjects and teaches in the elementary level.

College Professor - a person that instructs students in specific subjects, tests, prepares subject matter, and writes publications.

Teacher Aide - a person who assists a teacher in planning and conducting a classroom.

Experimental Psychologist - studies the behavior of individuals or groups through research.

State Education Positions - education specialists in specific subject areas.

School Counselor - helps others in understanding themselves better; tests, keeps records, and helps students make future plans.

School Nurse - gives nursing care for student patients in school.

Educational
Psychologist - studies the behavior of individuals and groups and usually deals with such aspects as learning or perception.

Secretary - handles many business matters for employers.

Secondary Teacher - a person who specializes in teaching several subjects at the secondary level.

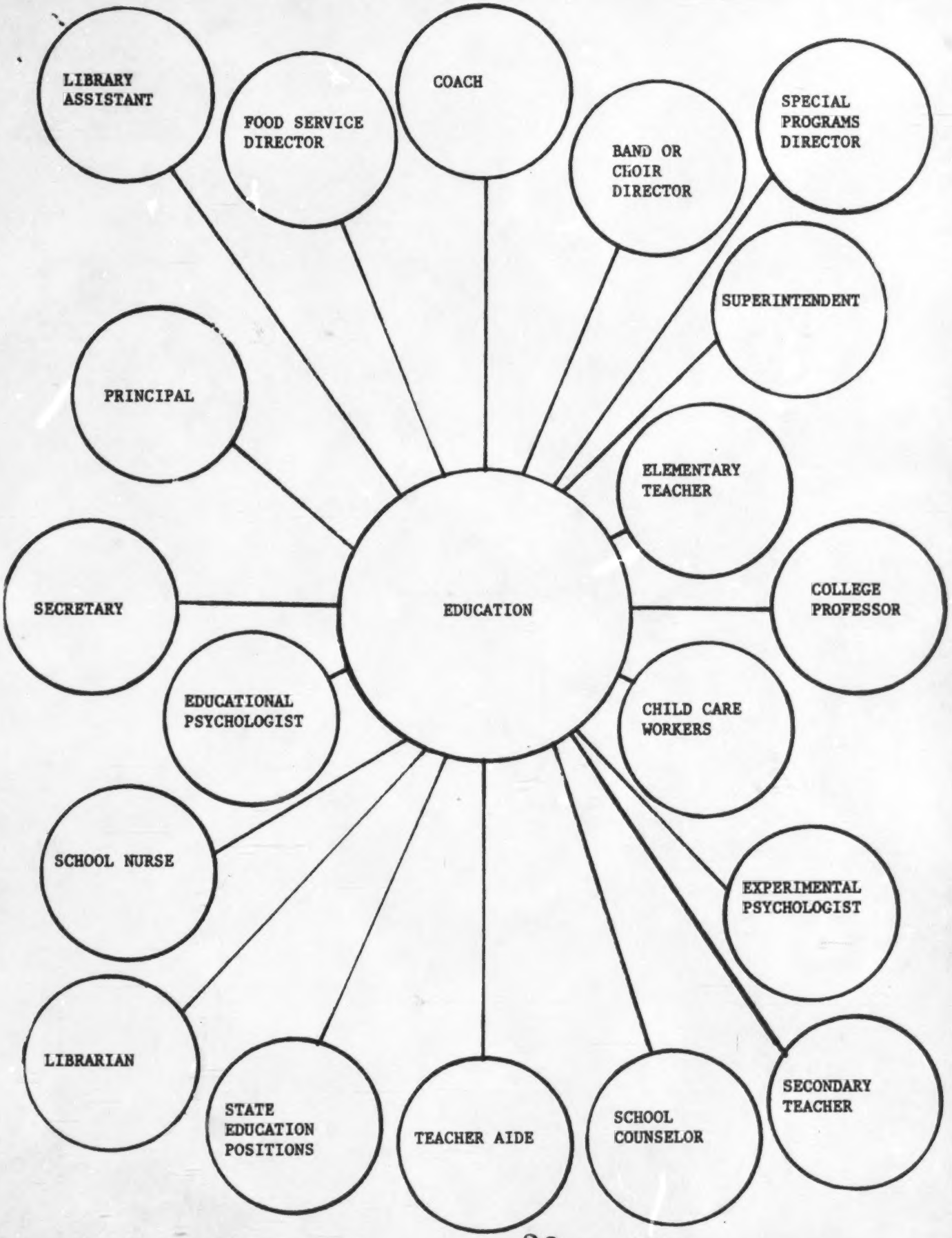
Principal - the person in authority over teachers in a private or public school.

Library Assistant - a person who assists the librarian to set up learning and classroom information.

Band or
Choir Director - a person who directs and teaches a group of singers and musicians.

Coach - a tutor or trainer in charge of a certain athletic team.

Child Care Workers - help supervise and care for children who attend private, community, or government programs and schools.


EDUCATION
LIBRARY ASSISTANT
FOOD SERVICE DIRECTOR
COACH
BAND OR CHOIR DIRECTOR
SPECIAL PROGRAMS DIRECTOR
SUPERINTENDENT
PRINCIPAL
ELEMENTARY TEACHER
SECRETARY
COLLEGE PROFESSOR
EDUCATIONAL PSYCHOLOGIST
CHILD CARE WORKERS
SCHOOL NURSE
EXPERIMENTAL PSYCHOLOGIST
LIBRARIAN
SECONDARY TEACHER
STATE EDUCATION POSITIONS
TEACHER AIDE
SCHOOL COUNSELOR

AREA: PERSONAL SERVICES

CAREERS THAT SUPPLY PERSONAL NEEDS FOR PEOPLE IN THE COMMUNITY.

RELATED OCCUPATIONS

Barber - cuts hair, gives shaves, facials, scalp massages, shampoos, and gives advice on hair care.

Beautician - a person who cuts, styles, shampoos, bleaches, dyes, and tints hair.

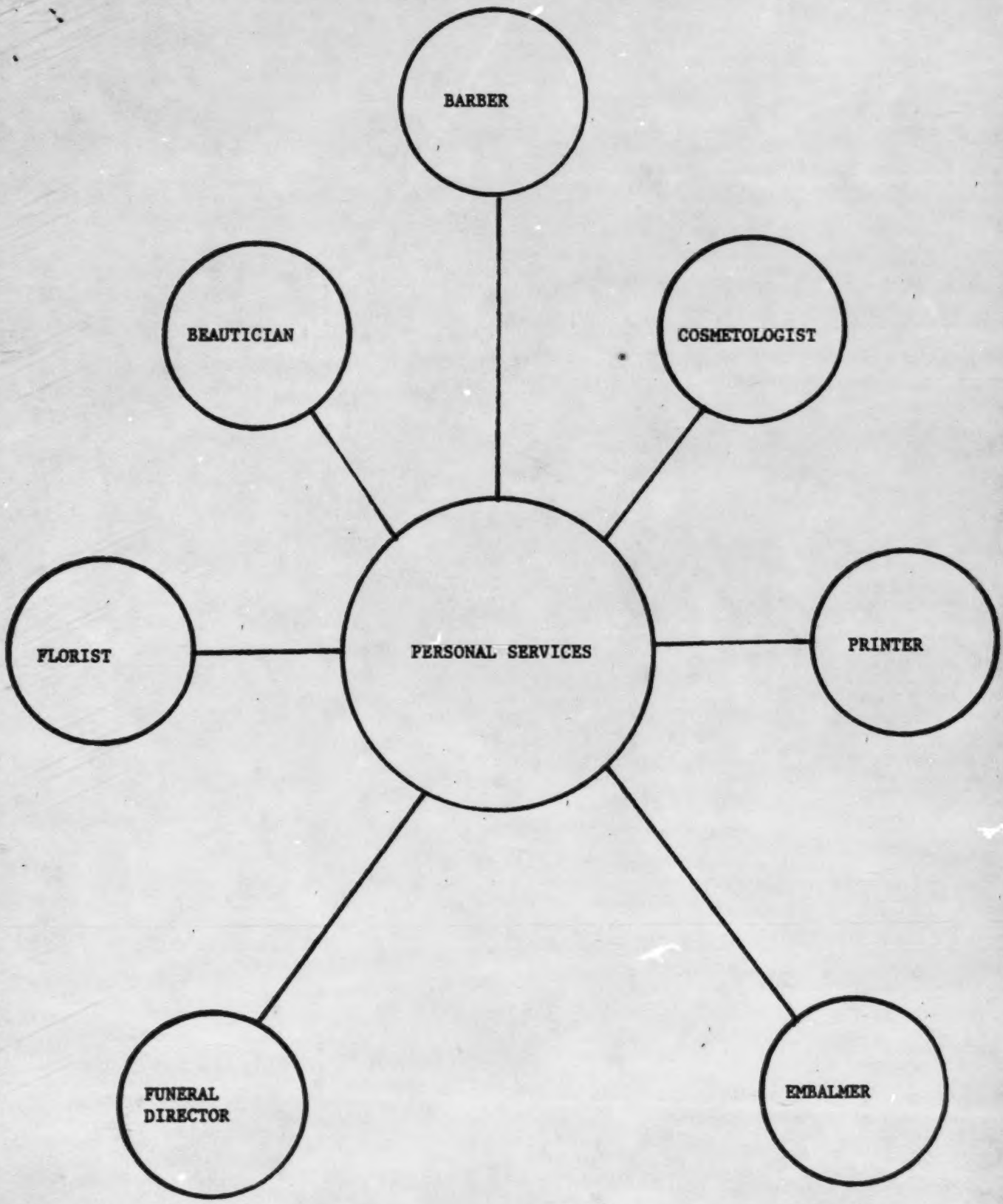
Cosmetologist - a person who studies the art of cosmetics and their application.

Printer - prepares and tends the printing press (lithographic). May specialize in this or in other types of presses.

Funeral Director - a person who makes funeral arrangements for a deceased person.

Embalmer - a person that preserves the dead.

Florist - a grower or dealer of flowers.


BARBER
BEAUTICIAN
COSMETOLOGIST
FLORIST
PERSONAL SERVICES
PRINTER
FUNERAL DIRECTOR
EMBALMER

ACTIVITIES

INDIVIDUAL ACTIVITIES

1) Have each student select 3 careers he/she is interested in, in relation to Social Science. Research on these careers and find the following for each:

   a) Duties of the job
   b) Preparation and training needed - Skills
   c) Aptitude
   d) Work Setting
   e) Hiring Requirements
   f) Current Employment
   g) Wages
   h) Outlook
   i) Tips for Opportunities
   j) Licensing

2. Through individualized instructional methods, help familiarize the student with careers in relation to social science, that he or she is interested in.

3) If the child is really interested in a career, have the student write or inquire about it (in depth).

4) Give each student a worksheet of questions asking these things:

   a) Why do people work and what kinds of adjustments can be made if they choose not to?

   b) How does economics affect working and living?

   c) Is earning money most important about a job?

   d) Why are grooming and health standards important in some jobs?

   e) Why do people work in several occupations during their lifetime?

5) Ask the students to report on famous people of history and find out what was their background and training.

6) Have each student choose an occupation that does not interest them and ask them to state why they don't like it.

7) Have each student make out his/her personal budget and show how it relates to our economy.

8) Hand out a worksheet with a question that asks:

How do these agencies and regulations affect workers?

a) Workers and federal regulations
b) Workers and state regulations
c) Unions
d) Child Labor Laws

9) In what way have our most famous statesmen been successful salesman? Have students come up with ideas.

10) Have students write a description of an ideal teacher.

GROUP ACTIVITIES

1) A. Discuss the occupational roles of childrens' parents. (Do this on a volunteer basis for discussion.)

   B. Discuss the career the child is interested in and find out why they are different or the same in career choice from their parents.

2) Provide guest speakers for career awareness.

3) Show films on social science-related careers.

4) Take a field trip to several places of occupations and have students record and report on their observations.

5) Do some activities showing human relationships and its importance in securing a job.

6) Show how geography influences jobs and the economy. Be sure to define supply and demand and discuss unemployment statistics.

7) A. Conduct a role-playing job interview. Explain the essentials of time, appearance, mannerisms, speech, etc.

   B. Divide into smaller groups and let students take turns at an interview.

8) Show the relationships of a person's occupation and his family life roles.

9) Set up a Social Science Career Fair to familiarize students with opportunities. Bring in people from different occupations.

10) Discuss what other people do for jobs and compare them with the U.S.

11) Divide into groups and discuss foreign jobs and government employment. Have each group report their findings to the whole class.

12) Discuss in groups the attitudes and traits of a good citizen. Have individuals voluntarily say where they find themselves.

13) Divide the class into small groups to play a game using a newspaper. Give a full newspaper to each group and a section to each member of the group. Within a five-minute time limit, a group will try and find as many careers as possible. The winner gets a bonus. Discuss several of the careers after the game.

14) Discuss how the high cost of housing is affecting young married couples.

15) In relation to the social science career trees, what "first" jobs might be opened to a person completing training to be an economist, counselor, a communication major, or a major in education?

16) Trace the history and development of one social science occupation.

17) Discuss the importance of history to a designer, photographer, or a politician.

18) Discuss why personal service workers need a community license.

19) Explain and discuss the discovery of food canning and its relation to the growth of the food industries.

20) Discuss how labor unions benefit the skilled and unskilled worker.

21) Have students register to vote and have a simulated election. Have students divide into parties, give campaign speeches, and elect officers. Have student videotape events.

22) Give the student a chance to make up his/her own lesson plan and conduct class. Do this at least once a week.

23) Plan a simulated air trip with stewardesses, traffic agents, traffic controllers, pilots, and flight engineers. A field trip before the simulation could possibly be done to get the students informed of what goes on at an airport.

24) Pass out information to students on methods of applying for work by passing out examples of letters of application, filling out forms, and job interviews. Discuss with class.

GLOSSARY OF OCCUPATIONS

A

Actuary 3
Anthropologist 12
Archaeologist 12
Archivist 12
Author 16

B

Band Director 19
Barber 21
Beautician 21
Bus Driver 8

C

Cab Driver 8
Cartographer 12
Caseworker 3
Child Care Worker 19
Choir Director 19
City Manager 4
Clergy 3
Clinical Psychologist 3
Coach 19
College Professor 18
Columnist 16
Community Organization Director 3
Correspondent 16
Cosmetologist 21
Customs Officer 14

D

Deputy 4
Diplomat 14

E

Economist 14
Editor 16
Educational Psychologist 19
Elementary Teacher 18
Embalmer 21
Ethnologist 12
Experimental Psychologist 18

F

FBI Agent 14
Florist 21
Food Service Director 18
Foreign Correspondent 14
Foreman 10
Free Lance Writer 16
Funeral Director 21

G

Genealogist 12
Geographer 12
Geologist 12
Guard 4

H

Historian 12
Hotel Manager 3

I

Immigration Officer 14
Industrial Psychologist 12
Installer 10
Instrument Repairman 10
Interpreter 14

J

Judge 4
Jurist 4

K

L

Lawyer 4
Legal Assistant 4
Librarian 18
Library Assistant 19
Lineman 10

M

Missionary 3
Motel Manager 3

N

O

Office Supervisor 10

P

Paleontologist 12
Patrolman 4
Personnel Manager 16
Pilot 8
Politician 4
Principal 19
Printer 21
Public Relations Director 5

Q

R

Radio Operator 16
Recreation Program Director 5
Rehabilitation Counselor 4
Reporter 16

S

School Counselor 18
School Nurse 19
Script Writer 16
Secondary Teacher 19
Secretary 19
Serviceman 10
Sheriff 4
Social Psychologist 12
Social Service Aide 5
Social Worker 3
Sociologist 12
Special Programs Director 18
State Educational Positions 18
Station Agent 8
Stewardess 8
Store Detective 4
Superintendent 18

T

Teacher Aide 18
Telephone Operator 10
Teletypist 16
Translator 14
Travel Agent 8
Travel Clerk 3
Traffic Controller 8
Truant Officer 4
Truck Driver 8

U

V

W

Watchman 4

X

Y

Z